

General Information

Specifications for bulk filing the W2s due for tax year 2006 are forthcoming.

Corrected W2s for prior years must be entered online separately for each employer and copies mailed to the department. Only corrections to the Georgia Tax Withheld need to be reported.

Each file can only contain one type of return (G7-SW, G7-M, or G7-Q).

Optional fields can be removed from the layout.

All fields can be moved up or down within the layout and filler fields can be added into any position.

In order to add a filler field to a fixed length file, the size must also be specified.

There are only 4 fields that allow negative signs: Adjustment to Tax, Tax Due, Quarterly Total and Additional Amount Due (Credit).

For Semi-Weekly filers, when you repeat a payroll date a tax liability must always follow.

Form G-7 Monthly Field Layout

Field Name	Description	Max Size	Format	Requirement
State Tax ID	Enter the employer's State Tax Identification number. This is not the withholding number. The STI # is a unique number that houses all information related to a business that registers with the Georgia Department of Revenue. This field cannot be left blank if it is included in the layout.	11	Numeric	Optional
Withholding ID	Enter the employer's withholding number. Do not include dashes. Example: 1234567AB	9	Alphanumeric	Required
Frequency	Enter the employer's filing frequency. M=Monthly, Q=Quarterly, T=Semi-weekly, A=Annual	1	Alpha	Required
Period End [MM/DD/YYYY]	Enter the end of the month for the period you are reporting. DO NOT USE THE DUE DATE OR PAYMENT DATE.	10	Date	Required
Return Type	Enter "O" for Original or "A" for Amended.	1	Alpha	Required
Month-1-Month	Enter the numeric digit(s) for the calendar month of the period. 1= January, 2=February, ...12= December.	2	Numeric	Required
Month-1-Tax Withheld	Enter the tax withheld for first month of the quarter. Cannot be a negative number.	11	Numeric	Required
Month-1-Adjustment to Tax	Enter the total of the adjustments to the tax withheld for this month. It is not necessary to show an adjustment if the over/underpayment fall within the same quarter. If there is an adjustment, there must be at least one entry in one of the following fields, (Overpayment, Job Tax Credit, Headquarters Credit, Film Credit or Additional Tax). Use the "-" sign if the overall adjustment is a negative number. If the adjustments net \$0 or there are no adjustments, a zero must be placed in this field.	11	Numeric	Required
Month-1-Overpayment	If the adjustment claimed is from an overpayment in another quarter, indicate only the amount being claimed (not the total overpayment if an additional credit is being claimed is another period) for the first month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Month-1-Job Tax Credit	If the adjustment claimed is from a Job Tax Credit, indicate only the amount being claimed (not the total credit) for the first month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Month-1-Headquarters Credit	If the adjustment claimed is from a Headquarters Job Tax Credit, indicate only the amount being claimed (not the total credit) for the first month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Month-1-Film Credit	If the adjustment claimed is from a Film Credit, indicate only the amount being claimed (not the total credit) for the first month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional

Form G-7 Monthly Field Layout

Field Name	Description	Max Size	Format	Requirement
Month-1-Additional Tax	If additional tax due, indicate only the amount that was not originally shown on the Tax Withheld line.	11	Numeric	Optional
Month-1-Tax Due	Enter the tax due for the first month of the quarter. This equals the tax withheld +/- any adjustments. Use the "-" if the amount is a negative number.	11	Numeric	Required
Month-1-Tax Paid	Enter tax previously paid for first month of this quarter. This number is assumed to be a credit; do not use the negative sign.	11	Numeric	Required
Month-2-Month	Enter the numeric digit(s) for the calendar month of the period. 1= January, 2=February, ...12= December.	2	Numeric	Required
Month-2-Tax Withheld	Enter the tax withheld for first month of the quarter. Cannot be a negative number.	11	Numeric	Required
Month-2-Adjustment to Tax	Enter the total of the adjustments to the tax withheld for this month. It is not necessary to show an adjustment if the over/underpayment fall within the same quarter. If there is an adjustment, there must be at least one entry in one of the following fields, (Overpayment, Job Tax Credit, Headquarters Credit, Film Credit or Additional Tax). Use the "-" sign if the overall adjustment is a negative number. If the adjustments net \$0 or there are no adjustments, a zero must be placed in this field.	11	Numeric	Required
Month-2-Overpayment	If the adjustment claimed is from an overpayment in another quarter, indicate only the amount being claimed (not the total overpayment if an additional credit is being claimed is another period) for the second month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Month-2-Job Tax Credit	If the adjustment claimed is from a Job Tax Credit, indicate only the amount being claimed (not the total credit) for the second month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Month-2-Headquarters Credit	If the adjustment claimed is from a Headquarters Job Tax Credit, indicate only the amount being claimed (not the total credit) for the second month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Month-2-Film Credit	If the adjustment claimed is from a Film Credit, indicate only the amount being claimed (not the total credit) for the second month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Month-2-Additional Tax	If additional tax due, indicate only the amount that was not originally shown on the Tax Withheld line.	11	Numeric	Optional
Month-2-Tax Due	Enter the tax due for the second month of the quarter. This equals the tax withheld +/- any adjustments. Use the "-" if the amount is a negative number.	11	Numeric	Required

Form G-7 Monthly Field Layout

Field Name	Description	Max Size	Format	Requirement
Month-2-Tax Paid	Enter tax previously paid for second month of this quarter. This number is assumed to be a credit do not use the negative sign.	11	Numeric	Required
Month-3-Month	Enter the numeric digit(s) for the calendar month of the period. 1= January, 2=February, ...12= December.	2	Numeric	Required
Month-3-Tax Withheld	Enter the tax withheld for third month of the quarter. Cannot be a negative number.	11	Numeric	
Month-3- Adjustment to Tax	Enter the total of the adjustments to the tax withheld for this month. It is not necessary to show an adjustment if the over/underpayment fall within the same quarter. If there is an adjustment, there must be at least one entry in one of the following fields, (Overpayment, Job Tax Credit, Headquarters Credit, Film Credit or Additional Tax). Use the "-" sign if the overall adjustment is a negative number. If the adjustments net \$0 or there are no adjustments, a zero must be placed in this field.	11	Numeric	Required
Month-3-Overpayment	If the adjustment claimed is from an overpayment in another quarter, indicate only the amount being claimed (not the total overpayment if an additional credit is being claimed is another period) for the third month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Month-3-Job Tax Credit	If the adjustment claimed is from a Job Tax Credit, indicate only the amount being claimed (not the total credit) for the third month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Month-3-Headquarters Credit	If the adjustment claimed is from a Headquarters Job Tax Credit, indicate only the amount being claimed (not the total credit) for the third month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Month-3-Film Credit	If the adjustment claimed is from a Film Credit, indicate only the amount being claimed (not the total credit) for the third month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Month-3-Additional Tax	If additional tax due, indicate only the amount that was not originally shown on the Tax Withheld line.	11	Numeric	Optional
Month-3-Tax Due	Enter the tax due for the third month of the quarter. This equals the tax withheld +/- any adjustments. Use the "-" if the amount is a negative number.	11	Numeric	Required
Month-3-Tax Paid	Enter tax previously paid for month this month. This number is assumed to be a credit; do not use the negative sign.	11	Numeric	Required
Quarterly Total	Enter the total tax due for the quarter.	15	Numeric	Required

Form G-7 Monthly Field Layout

Field Name	Description	Max Size	Format	Requirement
Total Tax Previously Paid	Enter the total tax previously paid for the quarter. This number is assumed to be a credit; do not use the negative sign.	15	Numeric	Required
Penalty for Failure to File on Time	If the return is being filed late, enter \$25.00 for the late filing penalty.	11	Numeric	Optional
Penalty for Failure to Pay on Time	If the payment was late, enter the amount of penalty. In addition to the \$25.00 late filing penalty, late payment penalty is calculated at 5% of the tax due on the return for each month or fraction of the month the return is late, not to exceed 25% of the tax due. For example, if the payment is due on 02/15 but paid on 02/21 it will incur the \$25.00 late filing penalty plus 5% of the tax due, if paid on 08/15 total penalties would be \$25.00 plus 25% if the tax due.	11	Numeric	Optional
Interest for Failure to Pay on Time	If the payment was late, enter the amount of interest due. Interest accrues at the rate of 1% per month, or fraction thereof, until payment is received.	11	Numeric	Optional
Additional Amount Due or (Credit)	Enter the amount over or underpaid. Use the "-" sign to show a credit.	15	Numeric	Required
Payment Method	Enter E = EFT, M = Check by mail, C = Credit card, G = Global, Z = Zero due. If the return equals zero, you must use a Z. If the additional amount due is under \$1.00, EFT cannot be used.	1	Alpha	Required
Payment Date [MM/DD/YYYY]	Enter the payment date. cannot be earlier than today's date or greater than the due date if it has not passed. If the payment method is EFT, this field is required to be in the layout and must be completed.	10	Date	Optional
Bank Account Type	Enter "C" for Checking or "S" for Savings. If the payment method is EFT, this field is required to be in the layout and must be completed.	1	Alpha	Optional
Bank Account Number	Enter the bank account number from which the payment will be withdrawn. If the payment method is EFT, this field is required to be in the layout and must be completed.	17	Numeric	Optional
Bank Routing Number	Enter the nine digit bank routing number. If the payment method is EFT, this field is required to be in the layout and must be completed.	9	Numeric	Optional

Form G-7 Quarterly Field Layout

Field Name	Description	Max Size	Format	Requirement
State Tax ID	Enter the employer's State Tax Identification number. This is not the withholding number. The STI # is a unique number that houses all information related to a business that registers with the Georgia Department of Revenue. This field cannot be left blank if it is included in the layout.	11	Numeric	Optional
Withholding ID	Enter the employer's withholding number. Do not include dashes. Example: 1234567AB	9	Alphanumeric	Required
Frequency	Enter the employer's filing frequency. M=Monthly, Q=Quarterly, T=Semi-weekly, A=Annual	1	Alpha	Required
Period End [MM/DD/YYYY]	Enter the end of the quarter or year for the period you are reporting. DO NOT USE THE DUE DATE OR PAYMENT DATE.	10	Date	Required
Return Type	Enter "O" for Original or "A" for Amended.	1	Alpha	Required
Tax Withheld	Enter the tax withheld for the quarter. Cannot be a negative number.	11	Numeric	Required
Adjustment to Tax	Enter the total of the adjustments to the tax withheld for the quarter. It is not necessary to show an adjustment if the over/underpayment fall within the same quarter. If there is an adjustment, there must be at least one entry in one of the following fields, (Overpayment, Job Tax Credit, Headquarters Credit, Film Credit or Additional Tax). Use the "-" sign if the overall adjustment is a negative number. If the adjustments net \$0 or there are no adjustments, a zero must be placed in this field.	11	Numeric	Required
Overpayment	If the adjustment claimed is from an overpayment in another quarter, indicate only the amount being claimed (not the total overpayment if an additional credit is being claimed in another period) for the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Job Tax Credit	If the adjustment claimed is from a Job Tax Credit, indicate only the amount being claimed (not the total credit) for the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Headquarters Credit	If the adjustment claimed is from a Headquarters Job Tax Credit, indicate only the amount being claimed (not the total credit) for the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Film Credit	If the adjustment claimed is from a Film Credit, indicate only the amount being claimed (not the total credit) for the quarter.	11	Numeric	Optional
Additional Tax	If additional tax due, indicate only the amount that was not originally shown on the Tax Withheld line.	11	Numeric	Optional

Form G-7 Quarterly Field Layout

Field Name	Description	Max Size	Format	Requirement
Tax Due	Enter the tax due for the quarter. This equals the tax withheld +/- any adjustments. Use the "-" if the amount is a negative number.	11	Numeric	Required
Tax Previously Paid	Enter the total tax previously paid for the quarter. This number is assumed to be a credit; do not use the negative sign.	15	Numeric	Required
Penalty for Failure to File on Time	If the return is being filed late, enter \$25.00 for the late filing penalty.	11	Numeric	Optional
Penalty for Failure to Pay on Time	If the payment was late, enter the amount of penalty. In addition to the \$25.00 late filing penalty, late payment penalty is calculated at 5% of the tax due on the return for each month or fraction of the month the return is late, not to exceed 25% of the tax due. For example, if the payment is due on 02/15 but paid on 02/21 it will incur the \$25.00 late filing penalty plus 5% of the tax due, if paid on 08/15 total penalties would be \$25.00 plus 25% if the tax due.	11	Numeric	Optional
Interest for Failure to Pay on Time	If the payment was late, enter the amount of interest due. Interest accrues at the rate of 1% per month, or fraction thereof, until payment is received.	11	Numeric	Optional
Additional Amount Due or (Credit)	Enter the amount over or underpaid. Use the "-" sign to show a credit.	15	Numeric	Required
Payment Method	Enter E = EFT, M = Check by mail, C = Credit card, G = Global, Z = Zero due. If the return equals zero, you must use a Z. If the additional amount due is under \$1.00, EFT cannot be used.	1	Alpha	Required
Payment Date [MM/DD/YYYY]	Enter the payment date. cannot be earlier than today's date or greater than the due date if it has not passed. If the payment method is EFT, this field is required to be in the layout and must be completed.	10	Date	Optional
Bank Account Type	Enter "C" for Checking or "S" for Savings. If the payment method is EFT, this field is required to be in the layout and must be completed.	1	Alpha	Optional
Bank Account Number	Enter the bank account number from which the payment will be withdrawn. If the payment method is EFT, this field is required to be in the layout and must be completed.	17	Numeric	Optional
Bank Routing Number	Enter the nine digit bank routing number. If the payment method is EFT, this field is required to be in the layout and must be completed.	9	Numeric	Optional

Form G-7 Semi-Weekly Field Layout

Field Name	Description	Max Size	Format	Requirement
State Tax ID	Enter the employer's State Tax Identification number. This is not the withholding number. The STI # is a unique number that houses all information related to a business that registers with the Georgia Department of Revenue. This field cannot be left blank if it is included in the layout.	11	Numeric	Optional
Withholding ID	Enter the employer's withholding number. Do not include dashes. Example: 1234567AB	9	Alphanumeric	Required
Frequency	Enter the employer's filing frequency. M=Monthly, Q=Quarterly, T=Semi-weekly, A=Annual	1	Alpha	Required
Period End [MM/DD/YYYY]	Enter the end of the month for the period you are reporting. DO NOT USE THE DUE DATE OR PAYMENT DATE.	10	Date	Required
Return Type	Enter "O" for Original or "A" for Amended.	1	Alpha	Required
Month-1-Month	Enter the numeric digit(s) for the calendar month of the period. 1= January, 2=February, ...12= December.	2	Numeric	Required
Month-1-Tax Withheld	Enter the tax withheld for first month of the quarter. Cannot be a negative number.	11	Numeric	Required
Month-1-Adjustment to Tax	Enter the total of the adjustments to the tax withheld for this month. It is not necessary to show an adjustment if the over/underpayment fall within the same quarter. If there is an adjustment, there must be at least one entry in one of the following fields, (Overpayment, Job Tax Credit, Headquarters Credit, Film Credit or Additional Tax). Use the "-" sign if the overall adjustment is a negative number. If the adjustments net \$0 or there are no adjustments, a zero must be placed in this field.	11	Numeric	Required
Month-1-Overpayment	If the adjustment claimed is from an overpayment in another quarter, indicate only the amount being claimed (not the total overpayment if an additional credit is being claimed is another period) for the first month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Month-1-Job Tax Credit	If the adjustment claimed is from a Job Tax Credit, indicate only the amount being claimed (not the total credit) for the first month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Month-1-Headquarters Credit	If the adjustment claimed is from a Headquarters Job Tax Credit, indicate only the amount being claimed (not the total credit) for the first month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional

Form G-7 Semi-Weekly Field Layout

Field Name	Description	Max Size	Format	Requirement
Month-1-Film Credit	If the adjustment claimed is from a Film Credit, indicate only the amount being claimed (not the total credit) for the first month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Month-1-Additional Tax	If additional tax due, indicate only the amount that was not originally shown on the Tax Withheld line.	11	Numeric	Optional
Month-1-Tax Due	Enter the tax due for the first month of the quarter. This equals the tax withheld +/- any adjustments. Use the "-" if the amount is a negative number.	11	Numeric	Required
Month-1-Tax Previously Paid	Enter tax previously paid for first month of this quarter. This number is assumed to be a credit; do not use the negative sign.	11	Numeric	Required
Month-2-Month	Enter the numeric digit(s) for the calendar month of the period. 1= January, 2=February, ...12= December.	2	Numeric	Required
Month-2-Tax Withheld	Enter the tax withheld for first month of the quarter. Cannot be a negative number.	11	Numeric	Required
Month-2-Adjustment to Tax	Enter the total of the adjustments to the tax withheld for this month. It is not necessary to show an adjustment if the over/underpayment fall within the same quarter. If there is an adjustment, there must be at least one entry in one of the following fields, (Overpayment, Job Tax Credit, Headquarters Credit, Film Credit or Additional Tax). Use the "-" sign if the overall adjustment is a negative number. If the adjustments net \$0 or there are no adjustments, a zero must be placed in this field.	11	Numeric	Required
Month-2-Overpayment	If the adjustment claimed is from an overpayment in another quarter, indicate only the amount being claimed (not the total overpayment if an additional credit is being claimed is another period) for the second month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Month-2-Job Tax Credit	If the adjustment claimed is from a Job Tax Credit, indicate only the amount being claimed (not the total credit) for the second month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Month-2-Headquarters Credit	If the adjustment claimed is from a Headquarters Job Tax Credit, indicate only the amount being claimed (not the total credit) for the second month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Month-2-Film Credit	If the adjustment claimed is from a Film Credit, indicate only the amount being claimed (not the total credit) for the second month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Month-2-Additional Tax	If additional tax due, indicate only the amount that was not originally shown on the Tax Withheld line.	11	Numeric	Optional

Form G-7 Semi-Weekly Field Layout

Field Name	Description	Max Size	Format	Requirement
Month-2-Tax Due	Enter the tax due for the second month of the quarter. This equals the tax withheld +/- any adjustments. Use the "-" if the amount is a negative number.	11	Numeric	Required
Month-2-Tax Previously Paid	Enter tax previously paid for second month of this quarter. This number is assumed to be a credit do not use the negative sign.	11	Numeric	Required
Month-3-Month	Enter the numeric digit(s) for the calendar month of the period. 1= January, 2=February, ...12= December.	2	Numeric	Required
Month-3-Tax Withheld	Enter the tax withheld for third month of the quarter. Cannot be a negative number.	11	Numeric	
Month-3- Adjustment to Tax	Enter the total of the adjustments to the tax withheld for this month. It is not necessary to show an adjustment if the over/underpayment fall within the same quarter. If there is an adjustment, there must be at least one entry in one of the following fields, (Overpayment, Job Tax Credit, Headquarters Credit, Film Credit or Additional Tax). Use the "-" sign if the overall adjustment is a negative number. If the adjustments net \$0 or there are no adjustments, a zero must be placed in this field.	11	Numeric	Required
Month-3-Overpayment	If the adjustment claimed is from an overpayment in another quarter, indicate only the amount being claimed (not the total overpayment if an additional credit is being claimed is another period) for the third month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Month-3-Job Tax Credit	If the adjustment claimed is from a Job Tax Credit, indicate only the amount being claimed (not the total credit) for the third month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Month-3-Headquarters Credit	If the adjustment claimed is from a Headquarters Job Tax Credit, indicate only the amount being claimed (not the total credit) for the third month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Month-3-Film Credit	If the adjustment claimed is from a Film Credit, indicate only the amount being claimed (not the total credit) for the third month of the quarter. This value is assumed to be negative; do not use the negative sign.	11	Numeric	Optional
Month-3-Additional Tax	If additional tax due, indicate only the amount that was not originally shown on the Tax Withheld line.	11	Numeric	Optional
Month-3-Tax Due	Enter the tax due for the third month of the quarter. This equals the tax withheld +/- any adjustments. Use the "-" if the amount is a negative number.	11	Numeric	Required
Month-3-Tax Previously Paid	Enter tax previously paid for month this month. This number is assumed to be a credit; do not use the negative sign.	11	Numeric	Required

Form G-7 Semi-Weekly Field Layout

Field Name	Description	Max Size	Format	Requirement
Quarterly Total	Enter the total tax due for the quarter.	15	Numeric	Required
Total Tax Previously Paid	Enter the total tax previously paid for the quarter. This number is assumed to be a credit do not use the negative sign.	15	Numeric	Required
Penalty for Failure to File on Time	If the return is being filed late, enter \$25.00 for the late filing penalty.	11	Numeric	Optional
Penalty for Failure to Pay on Time	If the payment was late, enter the amount of penalty. In addition to the \$25.00 late filing penalty, late payment penalty is calculated at 5% of the tax due on the return for each month or fraction of the month the return is late, not to exceed 25% of the tax due. For example, if the payment is due on 02/15 but paid on 02/21 it will incur the \$25.00 late filing penalty plus 5% of the tax due, if paid on 08/15 total penalties would be \$25.00 plus 25% if the tax due.	11	Numeric	Optional
Interest for Failure to Pay on Time	If the payment was late, enter the amount of interest due. Interest accrues at the rate of 1% per month, or fraction thereof, until payment is received.	11	Numeric	Optional
Additional Amount Due or (Credit)	Enter the amount over or underpaid. Use the "-" sign to show a credit.	15	Numeric	Required
Payment Method	Enter E = EFT, M = Check by mail, C = Credit card, G = Global, Z = Zero due. If the return equals zero, you must use a Z. If the additional amount due is under \$1.00, EFT cannot be used.	1	Alpha	Required
Payment Date [MM/DD/YYYY]	Enter the payment date. cannot be earlier than today's date or greater than the due date if it has not passed. If the payment method is EFT, this field is required to be in the layout and must be completed.	10	Date	Optional
Bank Account Type	Enter "C" for Checking or "S" for Savings. If the payment method is EFT, this field is required to be in the layout and must be completed.	1	Alpha	Optional
Bank Account Number	Enter the bank account number from which the payment will be withdrawn. If the payment method is EFT, this field is required to be in the layout and must be completed.	17	Numeric	Optional
Bank Routing Number	Enter the nine digit bank routing number. If the payment method is EFT, this field is required to be in the layout and must be completed.	9	Numeric	Optional
REPEATABLE FIELDS				
Payroll Date	Enter the payroll dates that occurred during the quarter. [MM/DD/YYYY] This field may be repeated multiple times at the end of each record.	10	Date	Required
Tax Liability	Enter the tax liability for the payroll date preceding this field. This field may be repeated multiple times at the end of each record.	11	Numeric	Required

Form G-1003 Field Layout

Field Name	Description	Max Size	Format	Requirement
State Tax ID	Enter the employer's State Tax Identification number. This is not the withholding number. The STI # is a unique number that houses all information related to a business that registers with the Georgia Department of Revenue. This field cannot be left blank if it is included in the layout.	11	Numeric	Optional
Withholding ID	Enter the employer's withholding number. Do not include dashes. Example: 1234567AB	9	Alphanumeric	Required
Period End [MM/DD/YYYY]	Enter the end of the year for the period you are reporting.	10	Date	Required
Georgia Taxable Wages	Enter the total Georgia taxable wages for W2s plus Amount Distributed for 1099s and G2As for the tax year being submitted.	15	Numeric	Required
Georgia Tax Withheld	Enter the total Georgia tax withheld for the tax year being submitted.	15	Numeric	Required

Form 1099 Field Layout

Field Name	Description	Size	Format	Requirement
State Tax ID	Enter the employer's State Tax Identification number. This is not the withholding number. The STI # is a unique number that houses all information related to a business that registers with the Georgia Department of Revenue. This field is required if left in the layout.	11	Numeric	Optional
Withholding ID	Enter the employer's withholding number. Do not include dashes. Example: 1234567AB	9	Alphanumeric	Required
Recipient's ID Number	Enter the recipient's social security number without the dashes.	9	Numeric	Required
Recipient's Name	Enter recipient's name.	57	Alphanumeric	Required
Recipient's Address 1	Enter recipient's address.	30	Alphanumeric	Required
Recipient's Address 2	Enter additional address information for recipient.	30	Alphanumeric	Optional
Recipient's City	Enter the recipient's city.	22	Alpha	Required
Recipient's State	Enter the recipient's state.	2	Alpha	Required
Recipient's Zip Code	Enter the recipient's zip code.	5	Numeric	Required
Recipient's Zip Code Extension	Enter the recipient's zip code extension or zero fill.	4	Numeric	Required
Gross Distribution	Enter the gross distribution, if applicable or zero fill. If there is an implied decimal, specify the number of digits.	11	Numeric	Required
Taxable Amount	Enter the taxable amount or zero fill. If there is an implied decimal, specify the number of digits.	11	Numeric	Required
State Income Tax	Enter the Georgia tax withheld. If zero, do not report this 1099 to the Georgia Department of Revenue. If there is an implied decimal, specify the number of digits.	11	Numeric	Required
State Distribution	Enter the state distribution, if applicable or zero fill. If there is an implied decimal, specify the number of digits.	11	Numeric	Required

Form G-2A Field Layout

Field Name	Description	Size	Format	Requirement
State Tax ID	Enter the employer's State Tax Identification number. This is not the withholding number. The STI # is a unique number that houses all information related to a business that registers with the Georgia Department of Revenue. This field is required if left in the layout.	11	Numeric	Optional
Withholding ID	Enter the employer's withholding number. Do not include dashes. Example: 1234567AB	9	Alphanumeric	Required
Recipient's ID Number	Enter the recipient's social security or federal ID number without the dashes.	9	Numeric	Required
Recipient's Name	Enter the recipient's name.	57	Alphanumeric	Required
Recipient's Address 1	Enter recipient's address.	30	Alphanumeric	Required
Recipient's Address 2	Enter additional address information for recipient.	30	Alphanumeric	Optional
Recipient's City	Enter the recipient's city.	22	Alpha	Required
Recipient's State	Enter the recipient's state.	2	Alpha	Required
Recipient's Zip Code	Enter the recipient's zip code.	5	Numeric	Required
Recipient's Zip Code Extension	Enter the recipient's zip code extension or zero fill.	4	Numeric	Required
Amount of Distribution	Enter the amount distributed. If there is an implied decimal, specify the number of digits.	11	Numeric	Required
Amount of Tax Withheld	Enter the Georgia tax withheld. If there is an implied decimal, specify the number of digits.	11	Numeric	Required